

CHILD CARE LICENSING ADVISORY COMMITTEE MEETING

Cannon Health Building, Room 114

April 26, 2001, 9:00 – 12:00

Members Present: Joyce Hastings; Samuel Nielsen; Gayle Anderson; Chris Bray; Mary Ogan; Deborah Tilley; Sarah Croskell; Gina Brock; Mavy Ghavim; and Vivian Hardy.

Members Excused: Marilyn Macumber; Chris Chytraus; and Tracy Halverson.

Staff Present: Julie Nisbet; Pennie Knudson; Keri Burr; Debra Wynkoop; Kimberly Fuit; Rebecca Emerson; Tami Bennett; Donna Thomas; Rosemary Vander Meyden; Joel Hoffman; Iona Thraen; Colleen Fitzgerald; Sue Kirkham; Wendee Pippy; Eloina Goff; Donna Riley; Doug Springmeyer; Rachael Waller and Joan Isom.

1. **Welcome:**

Ms. Hastings called the meeting to order at 9:06. Ms. Vivian Hardy, our newest member of the Child Care Licensing Advisory Committee introduced herself to the committee.

2. **December 13, 2000 Minutes:**

Dr. Croskell made a motion to accept the minutes with no additions or amendments. Ms. Brock seconded the motion. The **MOTION PASSED** unanimously.

3. **Licensing Sanctions:**

Ms. Knudson reported on the Northern Region Sanctions. Mr. Hoffman reported on the Central Region and the Southern Region. Ms. Tilley questioned why her center had been put on the sanction report. Ms. Wynkoop said that her centers name would be taken off. (See attached)

4. **Child Care Center Rule Update:**

Ms. Wynkoop stated that during the month of May, licensors will be delivering to all centers a packet, which includes: 1) A copy of the new center rules; 2) An updated check-off sheet; 3) The Parent Guide; 4) The template for policies and procedures; 5) A summary of the rule changes; and 6) The

new Background Screening rule and forms. The rules will be enforced effective June 1, 2001. Ms. Wynkoop stated that all of the forms would be accessible on our web page. (www.health.state.ut.us/hsi/hfl.)

Ms. Wynkoop explained the comments that had been collected on the new child care rules. (See purple comment sheet)

R430-100-7 (3) Dr. Croskell made a motion that an 18 year old caregiver must meet all licensing regulations before he/she can supervise a 16 year old aid.

Ms. Ogan seconded. The **MOTION PASSED** unanimously.

R430-100-8 Ms. Karen Silver, Community Action Program, stated that this section should be reworked so that the information is clear concerning which records are accessible and when they should be accessible by. Ms. Wynkoop stated that she will clarify this section and asked Ms. Silver to e-mail her suggestions and that this would be ready for the next Child Care Licensing Advisory Committee meeting scheduled for July.

Ms. Lorena Hill, Salt Lake County Health Department, recommended that a definition be added to clarify the term “medications”. Dr. Croskell made a motion that the FDA definition for medications would be adopted and that the word “oral” would be added to number 6 and that all-oral medications would need a written permission slip from the parent. Mr. Nielsen seconded the motion. Ms. Hill recommended that the word “all” be inserted in front of the words prescription medicine. The **MOTION PASSED** unanimously.

R430-100-7 (2) Ms. Wynkoop stated that the rule revision from Kent Bishop clarifies the original rule. Ms. Bray would like the licensors to follow up with whether the needs of the children are being met by the rules that are now in place. If those needs are not being met, Ms. Bray suggested the rules be modified because we are here to protect the children.

Based on the changes made to the child care center rules, Mr. Springmeyer mentioned that the Department will be making changes to the other regulated areas of child care for consistency.

5. **Parent Guide:**

Ms. Wynkoop explained that this version of the Parent Guide is only a draft. The Bureau would provide all of the copies for the centers to hand out to parents. Mr. Springmeyer stated that the intent of the Parent Guide is to educate the parent on areas that they might be concerned about, which the Bureau does not regulate. Ms. Wynkoop stated that the purpose of the Parent Guide is to lead the parents into a discussion with their child care provider. Mr. Springmeyer stated that the centers are mandated by the new center rules to give the Parent Guide to the parents. Ms. Wynkoop stated that we would accept any comments on the new Parent Guide until Thursday, May 3, 2001.

Lynette Rasmussen, Office of Child Care stated that the Office of Child Care has a new sub-committee on public awareness and they would be available to review the Parent Guide and provide additional support.

6. **Other Business:**

Ms. Hastings stated that she had listed her facility for sale, but that she had planned on moving to a smaller building.

Ms. Bray stated that she would have to step down in December because her child will no longer be in child care.

Ms. Macumber has asked to be replaced when her term ends in July. We will also need to recruit for a new health care professional to replace Chris Chytraus.

Ms. Wynkoop stated that she has requested that the child care licensors review and compare the new center rules with the Residential Certificate Rules, the Family Licensed and Family Group Rules and the Hourly Rules and submit any changes that will need to be made to her. The recommended changes will then be submitted to the Child Care Advisory Committee in August.

Ms. Rasmussen stated that the Office of Child Care is required to submit a two-year plan, which they are currently writing and needs to be submitted by September 30, 2001.

Ms. Wynkoop stated that the Certificate of Appreciations would be sent out by May 11, 2001.

Ms. Wynkoop stated that we would move the next Child Care Advisory Committee Meeting to the first week of August.

Ms. Bray made a motion that the Child Care Advisory Committee be adjourned. Ms Ogan seconded the motion. The meeting adjourned at 10:37.

Joyce Hastings, Chairperson

Debra Wynkoop, Executive Secretary